

INVITATION FOR BIDS (IFB) NO. 97-084

TO

FURNISH AND DELIVER

SECURITY EMERGENCY CALL BOXES

FOR THE

UNIVERSITY OF HAWAII AT HILO

HILO, HAWAII

MAY, 1997

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

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for the University of Hawaii at Hilo, Hilo, Hawaii

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**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS  
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID  
PACKAGE.**

**BIDDER'S REMINDER:**

Tax Clearance Certificate or OPRM Form 128, CERTIFICATION FOR TAX  
CLEARANCE, (see Special Provisions).

## NOTICE TO BIDDERS

BID FORMS for IFB No. 97-084, Security Emergency Call Boxes, University of Hawaii at Hilo, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, (an unofficial copy of the IFB is available on the Internet at <http://www.state.hi.us/bids/notice01.htm>) and must be submitted no later than 2:30 p.m., June 10, 1997, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB by providing the vendor's name, address, contact person, telephone number, facsimile number, and an account number, billable to the receiver, for express shipment. Requests may be submitted via facsimile, (808) 956-2093. Direct all questions to Karlee Hisashima, (808) 956-8674.

Kenneth P. Mortimer  
President, University of  
Hawaii and Chancellor,  
University of Hawaii at Manoa

Advertised: Honolulu Advertiser  
Issue of: May 27, 1997

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM  
TO  
FURNISH AND DELIVER  
EMERGENCY SECURITY CALL BOXES

Office of Procurement, Property  
and Risk Management  
University of Hawaii  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 97-084, TO FURNISH AND DELIVER EMERGENCY SECURITY CALL BOXES FOR THE UNIVERSITY OF HAWAII AT HILO, HILO, HAWAII, and offers to furnish and deliver the emergency security call boxes to University of Hawaii at Hilo, Auxiliary Service, 200 W. Kawili Street, Hilo, Hawaii 96720-4091, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within ONE HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed, as follows:

BASIC BID

<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Amount</u>
Emergency Security Call Boxes, as per Technical Specifications.	16 ea.	\$ <u>                    </u> per box	\$ <u>                    </u>

Manufacturer and Model No. Offered

\_\_\_\_\_

Prices shall be f.o.b. destination, including all applicable taxes.

The University reserves the right to purchase up to TWO (2) additional Emergency Security Call Boxes, until December 31, 1997. This option to purchase the additional quantity, if utilized, will be exercised by the University by issuance of a modification of contract.

Emergency Security Call Boxes \$\_\_\_\_\_/each

TAX LIABILITY

BASIS FOR AWARD

## NOTE TO BIDDERS

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

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Street Address or P. O. Box

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City                  State                  Zip Code

SIGNATURE PAGE  
(See Official Document)



CERTIFICATION FOR TAX CLEARANCE

(See Official Document)

## TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the Security Call Boxes required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Furnish and deliver Security Call Boxes, as follows:

THIRTEEN (13) for Main Campus  
THREE (3) for Manono Campus

### A. SCOPE

Contractor shall furnish weatherproof radio-type emergency call stations. The University will mount the callboxes, lights, antennas, etc., and hook up to power supply at each site, i.e., existing outside light poles, buildings, or columns. Contractor shall provide on site training for operational procedures and maintenance/repair requirements.

### B. PHYSICAL AND OPERATING CHARACTERISTICS

Security call boxes, at a minimum, shall meet the following physical and operating characteristics:

1. Shall be housed in a rigid weatherproof box.
2. Shall be able to operate on the existing University radio frequency (VHF 155.880). Contractor shall include any electronics and interface necessary for base radio station at Auxiliary Services main office.
3. Shall operate with a single "push to talk" button.
4. Shall be equipped with an internal device to detect excessive vibration (possible vandalism) and transmit a message to Security.
5. Shall operate on electrical power ranging from 110V up to 277V.
6. Shall have internal battery back-up power to provide for TWENTY-FOUR (24) hours of operation after a power failure, with low battery alarm before battery failure.
7. Callbox and battery back-up power shall function normally and meet all specifications even if operated off an area light circuit that is only energized at night.
8. Shall be able to detect and transmit a message to Security when a battery failure occurs with the normal

source of power.

9. Shall have a steady blue locator light which automatically operates from dark to dawn to readily identify the callbox location.
10. Operating instruction signage shall meet ADA requirements, and exact wording shall have written University approval.
11. Box speaker shall have a vandal proof cover designed to minimize chances for speaker to be damaged.
12. Shall have all tamper-proof fasteners on exterior of box.
13. Shall have reflective signs identifying it as an emergency call box.
14. Shall have TWO (2) indicator lights, one signaling that a pre-programmed call for assistance is being placed, and another with instructions to "hold down call button to talk" and "release button to listen".
15. Shall have strobe light that light up with call for assistance.
16. Shall have capability of adding a siren that sounds with call for assistance.

C. SERVICE, PARTS, WARRANTY

Service, parts, and warranty at a minimum shall meet the following:

1. TWO (2) tools to remove tamper-proof fasteners shall be furnished with the emergency call boxes.
2. Contractor shall upon request, demonstrate the procedure whereby the University can repair components or assemblies to maintain a unit in service.
3. Contractor shall provide repair or replacement of parts within SEVEN (7) consecutive calendar days of receipt of request during the warranty period and thereafter.
4. Contractor shall furnish up to a total of SIX (6) hours of training in TWO (2) sessions; THREE (3) hours for security and THREE (3) hours for maintenance personnel. All training sessions shall be completed within SIXTY (60) consecutive calendar days after completion of delivery. Training sessions shall be conducted on the University of Hawaii at Hilo Campus. The Contractor

shall contact the Technical Representative to set arrange for the date and time of the training sessions.

5. The equipment furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for a period of TWO (2) years, factory warranty on parts and labor, from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided that such defects are not due to abuse or negligence on the part of the University. The University will pay for shipping costs both ways and shall remove parts that need to be replaced and shall install new parts.
6. Contractor shall provide THREE (3) operation and maintenance manuals upon completion of training.

D. BID PRICES

Bids prices shall be held valid through July 31, 1997.

- E. All SPECIFICATIONS MUST BE MET UPON DELIVERY TO PURCHASE SITE AND COMPLETION OF REQUIRED TRAINING.

All questions pertaining to the Technical Specifications shall be directed to Mr. Kolin Kettleson, Auxiliary Services Officer, University of Hawaii at Hilo, telephone (808) 974-7369.

**Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement, Property and Risk Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.**

## SPECIAL PROVISIONS

### 1. SCOPE

The Furnishing and Delivery of the Security Call Boxes shall be in accordance with the terms and conditions of IFB No. 97-084 and the General Provisions dated February 23, 1996 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:  
<http://www.state.hi.us/bids/notice03.htm>

### 2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Mr. Kolin Kettleson, Auxiliary Services Officer, University of Hawaii at Hilo, telephone (808) 974-7369.

### 3. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the security emergency call boxes being offered. **Technical data must demonstrate that the security emergency call boxes being offered meets or exceeds the minimum requirements of the Technical Specifications.** All bids will be evaluated by the information submitted at the time of bid opening; therefore, any changes/additions to the technical data should be noted.

### 4. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the security emergency call boxes.

### 5. TAX CLEARANCE FOR CONTRACTS

General Provision 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

#### TAX CLEARANCE FOR CONTRACTS

In accordance with Section 103-53, HRS, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. However, an original tax clearance must be provided before contract award. Tax

clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160
- b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229

#### 6. TAX CLEARANCE FOR FINAL PAYMENT

General Provision 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

##### TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or

accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160
- b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229

## 7. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to University of Hawaii at Hilo, Business Office, 200 West Kawili Street, Hilo, Hawaii 96720-4091, no later than THIRTY (30) calendar days following submission of invoice or the acceptance of equipment.